

**TECHNICAL STANDARD OPERATING PROCEDURE**Date: March 20, 2000SOP No. MK-VBI70-09Title: **PROPERTY ADDRESS CORRECTION****APPROVALS:**

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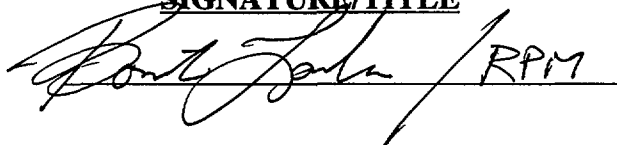
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**SYNOPSIS:** Provides procedures for field verification of property addresses, documentation of address discrepancies, resolution of discrepancies, and data correction.

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Received by QA Unit**REVIEWS:****TEAM MEMBER****SIGNATURE/TITLE****DATE**

EPA Region 8

 RPM3/22/00

Morrison Knudsen Corp.

REV.	DATE	REVISION DESCRIPTION



# TECHNICAL STANDARD OPERATING PROCEDURE

## PROPERTY ADDRESS CORRECTION

### 1.0 PURPOSE

The purpose of this procedure is to provide instructions to Morrison Knudsen (MK) personnel assigned to the VB/I-70 project and their subcontractors on the protocol for field verification of property addresses, documentation of address discrepancies, resolution of discrepancies, and data correction.

### 2.0 SCOPE

This procedure covers activities associated with tracking of project data to property addresses. Existing data on property addresses is based on 1998 tax assessor information managed in an MSAccess database and attributed parcels managed in ArcInfo geographical information systems (GIS), which are subject to field verification and correction where necessary. Field verification generally will be performed only at those properties that are targeted for sampling.

### 3.0 RESPONSIBILITIES

The **Sample Technician** is responsible for field verifying the address at each property targeted for sampling against the work area maps, and to clearly document any discrepancies in the property's house number or location from that shown on the map in accordance with this procedure.

The **Field Supervisor** is responsible for training the Sample Technicians on the requirements of this procedure, for reviewing all field documentation, and for providing oversight and assistance as necessary to ensure compliance with this procedure.

The **GIS Analyst** is responsible for resolving the discrepancies using external data sources as needed, identifying appropriate data corrections, making corrections in the database and GIS systems, and reflecting those corrections on updated maps and/or reports.



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The **Project Chemist** is responsible for reviewing field documentation and ensuring consistent address tracking for all documents related to a specific property.

The **Site Manager** is responsible for reviewing the address discrepancy and resolution, and approving the proposed data corrections.

### 4.0 REQUIREMENTS

At the time a property is visited and/or sampled, the field personnel must field verify the address. Any discrepancies shall be documented on an Address Correction Log (ACL), included in Attachment A.

### 4.1 Field Procedures

If the address on work area map does not match that seen on location, the Sample Technician should verify the property's street name and location on that block against the location on the work area map. In addition, the property should be observed for multiple addresses in order to confirm that the address of record is not identified elsewhere (i.e., a basement apartment or a side entrance). NOTE: Multifamily properties are tracked using the lowest unit number on the property. After confirming the discrepancy, complete the ACL as follows.

1. **WORK AREA** - MK-designated Work Area (1-7) as printed on work area map.
2. **ADDRESS ON MAP** - Address as it is listed on the map.
3. **ADDRESS RECORDED IN FIELD DOCUMENTS** - Address seen on location, verified, and recorded in field logbook, sample data sheet, and chain-of-custody form.
4. **DISCREPANCY** - Recognizing that the office personnel needing to make an address determination cannot see the parcel in question, the Sample Technician will make clear statements regarding the difference between the map and the field conditions (for



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example, it is not useful to state: "The address does not exist"). At a minimum, the following information shall be provided:

- Address(es) observed on the property, and whether the address could be confirmed with the resident
  - Building type, e.g., single family, duplex, duplex, 4-plex, apartment (>4 units)
  - Addresses, building types, and property widths (pacing is acceptable, if you know your pace length) adjacent to the parcel in question
  - A sketch of the parcel (or parcels up to the entire length of the block) if needed.
5. Complete all ***BOLD-ITALICIZED*** titled entries on the ACL; leave the remaining spaces blank for completion in the office.
  6. Initial and date all entries.
  7. The Field Supervisor shall review the ACL along with other field documentation and verify consistency and completeness of information. The ACL will then be delivered to the office along with associated COCs and data sheets.

### 4.2 Office Procedures

The Project Chemist will enter the COC# and sample data sheet page number on the ACL, verify consistency between the ACL and other field documents, and then forward the ACL to the GIS Analyst. The GIS Analyst will resolve the discrepancy and complete the ACL as follows:

1. Assign Item Numbers and page to ACL.
2. Determine presence/absence of both the address of record and field verified address in the project database and GIS coverage.
3. Based on information provided regarding the discrepancy, search information for the address in question on the Denver Assessor's Office web page:



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- (<http://www.denvergov.org> \_ Organizational View \_ Assessor \_ Property Records)
  - Follow instructions for Search by Address, and record relevant information provided (owner, property type, lot number, etc.).
  - Assess sequence of lot numbers for parcel and for lots to either side of parcel.
4. FAX any questions to field office for clarification, if needed.
  5. If the property contains a multi-family unit, check for lowest-address number (multifamily property parcels are tracked with lowest unit number as street address).
  6. State most reasonable address resolution in Resolution field, using field and office sources of information.
  7. If it is determined that error was made in field that requires modification of address recorded in field documentation, make a copy of the completed ACL and provide to the Project Chemist. The Project Chemist will forward appropriate paperwork back to the field for correction.
  8. File ACL in active ACL Notebook.
  9. The GIS Analyst may also initiate an ACL. Resolution must include field verification of the discrepancy and correct address.
  10. Database and/or GIS modification associated with address corrections must be logged onto the Data Amendment/Correction Form (as described in the Project Plan, Data Management Plan Section 5.8.2). This form will cite the address of record, the resolution, and each action item necessary for data correction. The GIS Analyst will assign a log number to MK-generated forms. The proposed corrections will be approved by the Site Manager prior to processing. Each action will be initialed and dated upon completion.



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11. A copy of all Data Amendment/Correction Logs will be provided to the Project Database Manager.

### **5.0 RECORDS**

- VB/I-70 Map/Address Correction Log
- Data Amendment/Correction Log

### **6.0 ATTACHMENTS**

- A VB/I-70 Map/Address Correction Log
- B MK Data Amendment/Correction Form



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**ATTACHMENT A**

**VB/I-70 Map/Address Correction Log**



## VB/I70 MAP/ADDRESS CORRECTION LOG

ITEM No.: (to be completed in office)	<b>WORK AREA:</b>	<b>ADDRESS ON MAP:</b> Address seen on area map	<b>COC #:</b> (If applicable)	<b>DATASHEET PAGE:</b>
	<b>ADDRESS RECORDED IN FIELD DOCUMENTS:</b> Address field-verified and entered in data sheet, COC, field log.			
	<b>DISCREPANCY:</b> Explain the discrepancy between the map and the actual property address. Provide details including address, layout, dimensions, etc. to clarify the explanation: 1. Building type (single, duplex, apartment, vacant, etc.) - include all addresses of multiplex buildings. 2. Building type, addresses etc. of the adjacent parcels; if necessary, supply all addresses and property widths from southern to northern end of block. 3. If deemed applicable or helpful, provide a sketch, either in the space provided or on back. ..... See example below			<b>INITIAL - DATE</b>
	<b>RESOLUTION:</b> (To be completed in office)			<b>INITIAL - DATE</b>
ITEM No.:	<b>WORK AREA:</b>	<b>ADDRESS ON MAP:</b>	<b>COC #:</b> (If applicable)	<b>DATASHEET PAGE:</b>
	<b>ADDRESS RECORDED IN FIELD DOCUMENTS:</b>			
	<b>DISCREPANCY:</b>			<b>INITIAL - DATE</b>
	<b>RESOLUTION:</b>			<b>INITIAL - DATE</b>

**ITALICS:** To be completed in field

## VB/I70 MAP/ADDRESS CORRECTION LOG

<b>ITEM No.:</b>	<b>WORK AREA:</b>	<b>ADDRESS ON MAP:</b>	<b>COC #: (If applicable)</b>	<b>DATASHEET PAGE:</b>
<b>ADDRESS RECORDED IN FIELD DOCUMENTS:</b>				
<b>DISCREPANCY:</b>				<b>INITIAL &amp; DATE</b>
<b>RESOLUTION: (To be completed in office)</b>				<b>INITIAL &amp; DATE</b>

<b>ITEM No.:</b>	<b>WORK AREA:</b>	<b>ADDRESS ON MAP:</b>	<b>COC #: (If applicable)</b>	<b>DATASHEET PAGE:</b>
<b>ADDRESS RECORDED IN FIELD DOCUMENTS:</b>				
<b>DISCREPANCY:</b>				<b>INITIAL &amp; DATE</b>
<b>RESOLUTION:</b>				<b>INITIAL &amp; DATE</b>

**ITALICS: To be completed in field**

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**ATTACHMENT B**

**MK Data Amendment/Correction Form**



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